

Soper, Stephanie

From: Christina Penland Ex. 6 >
Sent: Tuesday, June 28, 2016 2:23 PM
To: Dooley, Katy
Subject: August PSO Enrollment Form
Attachments: August 2016 Enrollment Form.xlsx; 2016-2017 PediPlace VISTA MOU-signed.pdf; 2016-2017 Woman to Woman Grants VISTA MOU-signed.PDF

Katy,
Attached is my August PSO Enrollment form. I am sending it a little early as I will be on vacation the rest of the week. I still have one open position, Woman to Woman-Volunteers, which the site supervisor is working hard to fill. If by chance it does not get filled, will we still have the PSO Blend options in August?
Thanks!

Christina Penland
AmeriCorps VISTA Project Director
RSVP: Serving Denton County
1316 E. McKinney St.
Denton, TX 76209
VISTA@rsvpserves.org
Ex. 6

www.VISTANorthTexas.com





Chisholm Trail RSVP: Inc.
AmeriCorps VISTA Project
Project Number: 13VSWTX015



MEMORANDUM OF UNDERSTANDING
between

Chisholm Trail RSVP, Inc.
1316 E. McKinney
Denton, TX 76209
(940)383-1508
(940)387-0862(fax)
www.rsvpserves.org

and

Woman to Woman PRC
413 E. Oak Street
Denton, TX 76201-4245
(940) 383-3150
(940) 381-6977 (fax)
www.DentonPRC.org

On-Site AmeriCorps VISTA Supervisor:

Please provide information for the person(s) responsible for each VISTA member at your agency.

VISTA Member #1 – Supervisor

Name Ex. 6 [REDACTED]
Title Marketing and Events Coordinator
Phone Ex. 6 [REDACTED]
Email Ex. 6 [REDACTED]

Required Supporting Documentation:

 X IRS 501© 3 Determination Letter
 Most Recent Financial Audit or IRS Form 990
 X VISTA Supervisor's Resume and Job Description

Other Comments/Areas To Address:



**Chisholm Trail RSVP: Inc.
AmeriCorps VISTA Project
Project Number 13VSWTX015
MEMORANDUM OF UNDERSTANDING**



**between
Chisholm Trail RSVP, Inc dba RSVP: Serving Denton County
and
Woman to Woman Pregnancy Resource Center**

This document defines the responsibilities of Chisholm Trail RSVP, Inc. (hereinafter referred to as the "Sponsor") and Woman to Woman Pregnancy Resource Center (hereinafter referred to as the "Partner Agency") with respect to the assignment of AmeriCorps VISTA member(s) to perform services to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems as specified in the AmeriCorps VISTA project application and VISTA Assignment Descriptions (VAD).

AmeriCorps VISTA members shall not be considered employees of the Sponsor or the Partner Agency. AmeriCorps VISTA members are deemed employees of the federal government only for those limited purposes identified at 42.U.S.C §5055 under the Domestic Volunteer Service Act of 1973.

Duration

This Agreement will commence no earlier than June 1, 2016. Each full year member will serve for no less than 12 consecutive months, 40 hours a week minimum with 24/7 availability. All member service is subject to the terms of the paragraphs entitled "Duration" and "Termination" in the Memorandum of Agreement between the Corporation for National and Community Service (hereinafter referred to as CNCS) and the Sponsor, dated November 30, 2014. This agreement will terminate exactly 1 year from the start date of the member assigned.

Roles and Responsibilities

1. The Sponsor will:

- a. Comply with the provisions of the Memorandum of Agreement between CNCS and the Sponsor.
- b. Assist AmeriCorps VISTA Partner Agency in developing project plans and VADs (Volunteer Assignment Descriptions) for each assignment.
- c. Assist in the provision of pre-service, and in-service training as specified in the agreement with CNCS.
- d. Recruit and assign AmeriCorps VISTA members to Partner Agencies, matching interests and skills with tasks to be accomplished in the approved project plan in the Project Application.
- e. Provide support and supervision to AmeriCorps VISTA members in administrative matters such as project assignment and transportation.
- f. Provide On-Site Supervisor Orientation prior to the assignment of an AmeriCorps VISTA member to the Partner Agency.
- g. Retain full responsibility for the management and fiscal control of the project.

2. The Partner Agency will:

- a. Provide an acceptable VAD (VISTA Assignment Description) for each VISTA position prior to the assignment of the VISTA member(s). "Acceptable work assignments consist of the following activities: program conception, development, and implementation; volunteer recruitment; program administration; fund development; and grant writing. The primary role of an AmeriCorps VISTA member is to create or expand programs and services to help individuals in impoverished communities improve their lives permanently."
- b. Provide day-to-day supervision of the activities of the AmeriCorps VISTA member(s).
- c. Provide on-the-job transportation or mileage reimbursement for AmeriCorps VISTA member(s) to fulfill project activities or tasks. Mileage must be reimbursed per agency policy (i.e. amount per mile, log uses, deadlines for submission, etc.)

Please check your transportation selection below:

☐ Partner Agency will provide on-the-job transportation

☐ Partner Agency will provide on-the-job mileage reimbursement

- d. Provide materials and supplies for the performance of assignments and adequate working space to permit AmeriCorps VISTA member(s) to perform assigned duties.
- e. Assist the Sponsor with member development by providing training or training space for members active under the Chisholm Trail RSVP, Inc. VISTA Project.
- f. Assist the Sponsor in reviewing performance of AmeriCorps VISTA member(s) by completing annual member performance evaluations.
- g. Notify the Sponsor immediately regarding AmeriCorps VISTA members' changes of status and conditions of AmeriCorps VISTA member(s), such as arrests, hospitalization, and absence without approved leave.
- h. The Partner Agency may request the immediate removal of a member that is failing to meet the goals and objectives of the site or is not fitting into the environment. All such requests must first be communicated to the Sponsor before being expressed to the AmeriCorps VISTA member. The CNCS is the only party other than the AmeriCorps VISTA member who has the authority to terminate an AmeriCorps VISTA member's term of service early.
- i. Maintain records and accounts and make reports and investigations concerning matters involving AmeriCorps VISTA member(s) and the project as CNCS may require. The Partner Agency agrees to retain records that CNCS may require for a period of 3 years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to CNCS for the purpose of litigation, audit or examination.
- j. Allow AmeriCorps VISTA member(s) to participate in local emergency disaster relief efforts if needed.
- k. Allow AmeriCorps VISTA member(s) to participate in National Days of Service, i.e., Martin Luther King Holiday, National Volunteer Week, and Make a Difference Day, should activities be organized in the communities where the members serve.
- l. Make every effort to allow AmeriCorps VISTA member(s) to attend trainings and workshops designed to enhance their skills and enable them to better serve the community.
- m. Allow AmeriCorps VISTA member(s) to participate in quarterly project-wide VISTA meeting, hosted by Sponsor.
- n. Allow scheduled or unscheduled site-visits to monitor grant.
- o. Verify the hours of service completed by the AmeriCorps VISTA member(s) by signing the AmeriCorps VISTA member's timesheet.
- p. Assist the Sponsor with tracking the progress of the project by providing a timely quarterly report according to CNCS guidelines. The report will provide both narrative and statistical analysis of the project in direct relation to the proposed goals and activities as listed in the Partner Agencies approved VAD.
- q. Pledge not to offer the AmeriCorps VISTA member employment at Partner Agency or associated organization until after AmeriCorps VISTA member completes the term of service.

3. Joint Responsibilities

Both parties to this Memorandum of Understanding shall:

- a. Make every reasonable effort to ensure that the health and safety of the AmeriCorps VISTA members are protected during the performance of their assigned duties. Neither the Sponsor nor the Partner Agency shall assign or require the AmeriCorps VISTA member to perform duties which would jeopardize their safety or cause them to sustain injuries.
- b. Ensure that the AmeriCorps VISTA member primarily conducts indirect services.
- c. Ensure that persons selected as AmeriCorps VISTA members are not related by blood or marriage to project staff, sponsor staff, officers, or members of the Sponsor's Board of Directors or responsible CNCS program staff.
- d. Identify the project as Chisholm Trail RSVP, Inc. AmeriCorps VISTA project and assigned members as AmeriCorps VISTA members and explicitly state that the project is an AmeriCorps VISTA project and assigned AmeriCorps VISTA members are the resource being provided.

4. Financial Contribution

- a. The Sponsor is contractually obligated to reimburse the CNCS a percentage of members' living allowances.
- b. Partner Agency will be assessed an administrative fee. The administrative fee covers recruitment, training and support costs for each VISTA member. Twenty-five percent (25%) of this fee will be non-refundable.
- c. If the VISTA member resigns or the partner agency will no longer support the VISTA member, the remainder of the amount owed will be prorated for the time served at the Partner Agency. If possible, the Sponsor will work with the partner agency to refill the vacant position with another AmeriCorps VISTA member.
- d. Invoices will be sent monthly to the partner agency thirty (30) days prior to date due, unless otherwise designated. The names of the assigned member(s) and their terms of service will appear on the first invoice and all subsequent invoices.

We will provide a monthly financial contribution to the AmeriCorps VISTA North Texas Program. Our monthly contribution will be \$ 0.00 per month beginning August 2016 through July 2017 for the AmeriCorps VISTA member in the position of Grant Development VISTA

- f. Payment checks must be made out to RSVP and be mailed to:

RSVP: Serving Denton County
1316 E. McKinney
Denton, TX 76209

- g. CNCS will conduct and pay for extensive background checks for each AmeriCorps VISTA member through the Federal Bureau of Investigation (FBI) to include fingerprinting and a review of the National Sex Offender Public Registry, maintained by the Department of Justice.

5. Non-Discrimination

No person with responsibilities in the operation of the project shall discriminate against any AmeriCorps VISTA member or member of the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, age, disability, or political affiliation.

6. Program Prohibitions

a. The Partner Agency agrees that no AmeriCorps VISTA member assigned under this Agreement shall participate in or allow funds from CNCS to be used for the following activities when they would result in the identification of such programs with:

- Partisan and non-partisan political activities, including voter registration
- Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition
- Labor or anti-labor organization or related activities

- Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

b. The Partner Agency further agrees not to:

- Carry out projects resulting in the identification of such projects with partisan or non-partisan political activities including voter registration activities, or providing voter transportation to the polls
- Assign AmeriCorps VISTA members to activities that would prevent the hiring of or result in the displacement of employed workers, or impair existing contracts for services
- Accept or permit the acceptance of compensation from the AmeriCorps VISTA members or from beneficiaries for the service of the AmeriCorps VISTA members
- Approve the involvement of any AmeriCorps VISTA member assigned to it in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.

7. Modifications

This Memorandum of Understanding may be amended at any time by an Agreement in writing executed by authorized representatives of the Sponsor and the Partner Agency.

8. Termination

Any termination of the Memorandum of Agreement between the Sponsor and CNCS will result in the termination of all provisions of this Memorandum of Understanding except reporting and payment responsibilities as deemed necessary by the Sponsor.

9. Signatures of Authorized and Responsible Representatives.

SPONSOR: Chisholm Trail RSVP, Inc

Ex. 6

Diana Corona, Executive Director
Chisholm Trail RSVP, Inc.

Date 6/22/16

PARTNER AGENCY:

Ex. 6

Ramona Davis, Executive Director
Woman to Woman Pregnancy Resource Center

Date 06/22/2016

Instructions to Enroll VISTA Members and Leaders

- 1) corresponding application, and selects the applicant for service. If the applicant has reported in their application that they have a criminal history, notify your Program Officer. See the My AmeriCorps Portal User Guide on the Texas State Page for step-by-step instructions.
- 2) Sponsor contacts the applicant to remind them to accept the position in their My AmeriCorps Portal account. After the applicant accepts the position, the application is automatically sent to the State Office for review.
- 3) Sponsor gathers required enrollment documents and emails them to your Program Officer at the State Office by the application deadline.
 - * Completed VISTA Enrollment Form - see "VISTA Enrollment Form" tab in this worksheet.
 - * On Site Orientation and Training Plan
 - * Site Supervisor Resume and Job Description (person who will directly supervise the VISTA)
 - * Site Supervisor Training Agenda or Planned Training Dates (if applicable)
 - * Site Agreement or Memorandum of Understanding (if applicable)
- 4) State Office reviews the application, approves or denies the application, and enrolls the applicant in the corresponding PSO Classic or PSO Blend, if applicable. A PSO Classic or PSO Blend is required for all applicants who have not attended one within the last four years.

Steps 5 & 6 must be completed within seven days of the application deadline.

- 5) State Office emails Sponsor notifying them that the VISTA applicant is enrolled in the PSO Classic, PSO Blend or VISTA service, as applicable. Sponsor contacts the applicant to inform them that additional enrollment documents are now available on their My AmeriCorps Portal account.

Additional enrollment documents to be completed by applicant:

Classic.

 - * Relocation Profile - used for candidates who are relocating to serve.
 - * W-4
 - * Direct Deposit Information
 - * Designation of Beneficiary
 - * Life Insurance - candidate must waive it or purchase it
 - * V-81 Transportation Form
 - * End of Service Selection (education award or stipend)
- 6) Once the candidate completes the V-81 Transportation Form, then the Sponsor must approve it through the Portal in eGrants. The V-81 Transportation Form documents the agreement between the Sponsor and the VISTA member regarding service related travel. If a VISTA members drives their personal vehicle, then the Sponsor agrees to pay mileage reimbursement at the agency staff rate. If the member uses public transportation, then the Sponsor agrees to pay the associated costs. If the members uses an agency vehicle then agency guidelines apply.

Texas VISTA PSO Enrollment Form

Sponsor Name	Grant Number	Member First Name	Member Last Name	Member Purpose Code	Service Start Date	Service End Date	Member Relocating (Y/N)	Member Pay Tier	Member Pay Rate	Service Category Number	Oral/Aural English proficiency (Y/N)	Basic literacy skills (Y/N)	Basic computer skills (Y/N)	Internet & phone connection (Y/N)	Adaptive devices or assistants (NA/Y/N)	Service Category Name	Site Name	Site Address	Site City	Site State	Site Zip+4	Site County	Site Supervisor First Name	Site Supervisor Last Name	Site Supervisor Phone	Site Supervisor Email
Chisholm Trail RSPV, Inc,	13VSWTX015	Ayelia	Ali	A22	8/16/2016	8/19/2017	N	D	\$990	740	Y	Y	Y	Y	N	Teen Pregnancy Prevention	Woman to Woman Pregnancy Resource Center	413 E. Oak St.	Denton	TX	76201-4245	Denton	[redacted]	[redacted]	[redacted]	[redacted]

Priority Area	Service Category Number	Veterans Priority Area	Service Category Number	Service Category Name	Definition
HF	740	VET	1720	Teen Pregnancy Prevention	Provide teenagers with educational materials and presentations on teen pregnancy.

remaining data redacted as beyond the scope of the request

To succeed in the PSO Blend, participants will need:

1. Oral/Aural English proficiency. PSO Blend coursework is conducted in English, so candidates must be able to understand written and spoken English and to express moderately complex ideas orally and in writing.
2. Basic literacy skills. Candidates need to read self-study materials, tutorials, and instructions for completing forms and assignments, and well as to complete assignments in writing.
3. Basic computer skills. Candidates need to be able to use a computer for email, navigate the internet, complete online forms, take online tutorials, and participate in webinars.
4. Internet and phone connection. Candidates need access to a DSL or broadband internet connection and a phone line.
5. Adaptive devices or assistants. While all the coursework and presentations are 508 compliant, candidates who need ADA accommodation, such as a reading device or physical assistance, must have that in place.

Sponsors must notify the Texas State Office if any of their candidates are missing any of the above, so VISTA can determine the best way to address the candidate's needs.